

POLICE SUPPLY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in the supply division of the police department, the primary duties of which involve the purchasing and maintenance of police department supplies. The positions of this class may supervise civilian employees. Employees of this class report to and perform their duties under the general supervision of a superior officer as designated by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Orders supplies and equipment needed by the department, keeping such purchases within the established budget. Receives and reviews requests for supplies. Prepares purchase requests according to department procedures and checks vendors' invoices to ensure items, quantities, and prices are as ordered. Compares incoming bills for agreement with purchase order or inventory. Receives property, equipment, and supplies that have been shipped to the department and distributes supplies and equipment to police personnel as required. Makes recommendation on major purchases for the department.

Evaluates the condition of department property, equipment, and supplies which have been returned as defective in order to determine and recommend repair or replacement. Maintains a holding area for damaged or defective materials which are to be returned to the supplier. Gets estimates on repair costs and determines which repair service should be used. Uses department vehicles to transport, deliver, and pick up equipment for repair or maintenance. Provides for the general care and maintenance of inventory supplies and any other specialized equipment owned and operated by the police department. Makes mathematical calculations in order to perform accurate measurements, adjustments, or calibrations. Oversees testing of equipment and assures that equipment meets all applicable federal, state, and local standards.

Maintains department inventory of supplies and equipment. Tracks the movement of inventory, in part, through the use of statistics such as frequency distribution and probability. Maintains stocks of printed materials, uniform items, and weapons, and replenishes stocks when necessary. Provides for the maintenance of stock items

such as batteries, flares, shotguns, mace, and other supply items. Keeps accurate records on all police department employees including sizes for shirts, pants, helmets, coats, and all other items of police apparel. Counts items according to department procedures and develops and maintains a stock rotation system. Organizes and stores department property, equipment, and supplies in an orderly fashion.

Assesses, prepares and submits the budget regarding supplies for the Supply Division. Prepares and maintains records and reports of the supply division. Ensures the accuracy of department records including financial, personnel, activity, and inventory records. Makes decisions concerning what information should be included in records of the division and determines in what form this information should be kept. Develops new forms or revises old forms to improve accuracy and efficiency of documentation. Personally completes all forms, records, and reports as required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

BR	09-22-77
Rev	07-16-91
	08-19-93
	06-18-98
	11-18-04
	06-15-06
	10-18-07
	04-02-09
	04-21-11
	08-16-12
	05-15-14